

<h2>Risk Assessment</h2>			
Risk Assessment for the activity of	Paint and Sip Boba	Date	04/02/2026
Group Name	K-Pop Society	Assessor	Soby Achusim
Supervisor	Alfred Chung	Signed off	
Description of event/activity	<p>Society Members will have time to have a 'paint and sip' session where they can paint freely and drink bubble tea.</p> <p><i>Date: 18th February 2026 6.30PM-9.30PM</i> <i>Venue: Building 28 Room 1019</i> <i>Expected Numbers: 40</i></p>		

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Version: 2.3/2017

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual		Further controls (use the risk hierarchy)	
			Likelihood	Impact	Score		Likelihood	Impact		
Inappropriate or disrespectful behaviour	Disrespect of others or potential bullying could occur	Participants	2	3	6	Remind attendees to be aware of others around them. Encourage participants to speak up if something there is inappropriate behaviour being presented Committee members to keep an eye on participants and to ask participants regularly if they are comfortable.	1	3	3	Advise participants to speak to committee member if they have experienced any inappropriate behaviour. Remove any participant if they are making others feel uncomfortable, or present inappropriate behaviour. Notify Activities Team at SUSU of any inappropriate behaviour
Food Allergies and/or Intolerances	Consequences could include: - Choking - Illness - Allergies/Intolerances	Organisers and attendees	3	4	12	Advise to bring personal medical equipment. Members/Committee to carry out first aid if needed and only if they are qualified. Everything will have the correct labels provided.	2	4	8	Incidents are to be reported as soon as incident has happened, ensuring duty manager/health and safety officer has been informed. Contact emergency services as required 111/999. Contact venue for first aid and support.

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Activities involving electrical equipment	Risk of eye strain, injury, electric shock, trip hazards	Committee and attendees	2	4	8	<p>Ensure there are breaks in between when using screens/bright equipment.</p> <p>Ensure screen is set up to avoid eye glare and is at eye height where possible.</p> <p>Assess cables for any bare wires and make sure there is no liquids around any wires.</p> <p>Ensure wires and any other equipment are out of the way and covered appropriately</p>	2	3	6	<p>Request support and advise from SUSU team.</p> <p>For external venues, pre-check equipment and last PAT testing dates.</p> <p>Seek medical advise if needed.</p> <p>Notify the Activities Team at SUSU of any injuries resulting from any clubs/societies activity.</p>

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Setting up of equipment	Injuries from moving tables/chairs or other equipment such as bruising or broken bones	Committee members and attendees	2	4	8	<p>Make members aware of possible risks, follow manual handling guidelines</p> <p>Ensure at least 2 people are carrying tables and work in teams for larger equipment</p> <p>Ensure only committee members are setting up equipment</p>	1	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff</p> <p>Seek medical attention from SUSU Reception if necessary</p> <p>Contact emergency services if needed</p> <p>Notify the Activities Team at SUSU of any injuries resulting from any club/society activity.</p>
Event attendees may cut or injure themselves when using the decorating supplies (e.g. Scissors)	Physical injury, distress, exclusion	Committee members and attendees	2	3	6	<p>Ensure that participants are aware of the risks of mishandling the supplies</p> <p>Ensure that participants are only using these supplies to paint, not to play with.</p>	1	3	<p>Remove participant if they continue to misuse equipment</p> <p>Seek medical attention if needed</p> <p>Notify the Activities Team at SUSU of any injuries resulting from any club/society activity</p>

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Slips, trips and falls	Attendees and organisers may accidentally injury themselves if spaces are not clear or dry.	Committee members and attendees	2	4	8	Ensure spaces are kept clear with boxes, unused tables and chairs being stored away from the main meeting area. Floors to be kept dry and clear, and be visually checked throughout the event with spilled food/ drink to be cleaned up. Advise attendees to notify event organisers as soon as a spill is noticed	1	3	3	Seek medical attention if needed/if in need contact facilities team via SUSU Notify the Activities Team at SUSU of any injuries resulting from any club/society activity
Painting	Use of paints/art supplies - allergic reactions/skin irritation	Guests and volunteer	2	4	8	Use non-toxic paints. Gloves will be made available for participants who need them. Materials list provided. Ask guests to report any allergies they may have beforehand	2	3	6	Incidents are to be reported as soon as incident has happened, ensuring duty manager/health and safety officer has been informed.

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Inadequate meeting space – overcrowding, not inclusive to members.	Physical injury, distress, exclusion	Event organisers, attendees	2	3	6	<p>Committee should assess the room before booking, check the space, lighting, accessibility, and tech available.</p> <p>Committee should consult members on needs and make reasonable adjustments where possible</p> <p>Ensure the space meets members needs (e.g., location and space accessibility)</p>	2	2	4	<ul style="list-style-type: none"> Postpone meetings when space cannot be found Seek medical attention if problem arises

PART B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Remove participant/s so others are not affected by their inappropriate behaviour	All Committee Members	04/02/2026	04/02/2026	
2, 7	Remind participants with known allergies to double check the contents of all food provided. If anyone has a severe reaction, use an EpiPen, alert a member of staff, and contact the ambulance service. Additionally, if anyone has any allergies to any paints to check the contents and ask for gloves if needed.	All Committee Members	04/02/2026	04/02/2026	
3	Ensure that cables are kept away from the area of activity and if this cannot be done, ensure that there is a way to keep them safe.	All Committee Members	04/02/2026	04/02/2026	
4, 8	Make sure all chairs, tables, and other equipment are out of the way and there is plenty of space for activities. Make sure there is enough space for activities to occur as well.	All Committee Members	04/02/2026	04/02/2026	
1	Announce expected behaviour and if there are members acting inappropriately, they are to be removed from the venue immediately.	All Committee Members	04/02/2026	04/02/2026	

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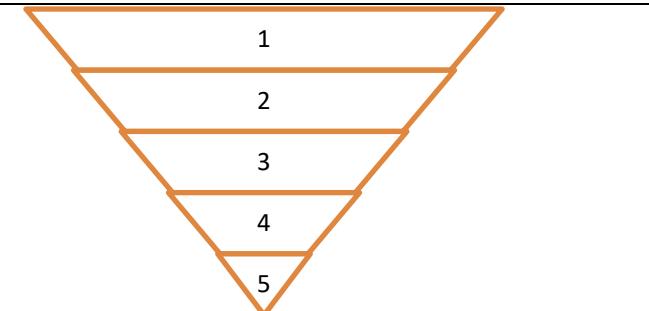
5,6	Anything that can cause injury must be moved out of the way. Floors must be dry, and any hazards should be removed. People should be warned about not playing with equipment, and only handling them for their actual use.	All Committee Members and Society Members	27/11/2025	27/11/2025	
Responsible manager's signature: Print name: Emma Ho Date:04/02/2026			Responsible manager's signature: Print name: Soby Achusim Date:04/02/2026		

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Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
4. Admin controls	Examples: training, supervision, signage	
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual



LIKELIHOOD	1	2	3	4	5
IMPACT	5	10	15	20	25
5	4	8	12	16	20
4	3	6	9	12	15
3	2	4	6	8	10
2	1	2	3	4	5

Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher

